



RN/Correctional Health Coordinator

Department: Sheriff

EEO Code: 24

Class Code: 2615

FLSA: E

Effective: 01/04/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in supervising and coordinating the operations of the medical clinic within the County jail; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises and coordinates the activities of clinic; provides initial medical assessment of incoming inmates to jail; takes and charts inmate's temperature, pulse, respiration and blood pressure; takes blood samples as required by doctor and for DNA purposes; recognizes and reports illnesses and disorders; administers emergency as well as prescribed care and treatment; conducts daily sick call and renders treatment as prescribed; organizes medical doctor's sick call list to include preparation of inmates file and complaints for doctors review; counsels inmates concerning routine care and prevention procedures; makes scheduled medication rounds; instructs staff/administration in the placement of individuals in segregation for medical purposes; charts all assistance and services provided to inmate in individual folder; compiles information and medication for transfer of inmates going to other correctional facilities; trains, schedules, evaluates and disciplines subordinate personnel; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of medical, maternity, community health and psychiatric care; of the policies and procedures of the County jail; of effective supervisory principles.

Considerable skill in effectively communicating with the incarcerated; in accurately assessing inmate's health care problems; in responding to emergency medical situations.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core requirements for a high school diploma and one of the following: Current Emergency Medical Technician (EMT) license with recommendation of the training officer; or service as a military corpsman; or have been licensed as a Licensed Practical Nurse; or have been licensed as a physician assistant; and two years of experience in a medical organization or facility including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
